



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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August 22, 2008

To: Governor's Office of Emergency Services Domestic Violence
Assistance Program Projects

Subject: Domestic Violence Response Team Program Request for Proposals

The Governor's Office of Emergency Services (OES) is pleased to announce its Domestic Violence Response Team (DVRT), Program Request for Proposal (RFP). We are currently soliciting proposals from qualified Domestic Violence Assistance Program (DVAP) applicants. The DVRT Program funds domestic violence advocates and law enforcement representatives to provide immediate response crisis intervention services following a reported domestic violence incident. Collaboration on new or existing multidisciplinary teams is also anticipated.

The DVRT Program funds are authorized by the Health and Human Services Family Violence Prevention Services Act (FVPSA) and Violence Against Women Act (VAWA) Services*Training*Officers*Prosecutors (S*T*O*P) Grant Programs. The funding cycle for this program is three years. The grant period for this RFP will be from October 1, 2008 to September 30, 2009. Continuation funding for the second and third years will be based on a submitted Request for Application (RFA), satisfactory performance and the availability of funds.

Due to budgetary cutbacks in federal funding, OES is reducing the funding for DVRT from 12 to 4 projects. The anticipated annual award amount for FY 2008/09 and successive grant years is reduced to \$691,292. Based upon the availability of funds, and the satisfactory performance of grantees, each grant period shall last for twelve months. Of the above \$691,292, it is anticipated that each project awarded will receive approximately \$154,598 in FVPSA funds and \$18,225 in VAWA S*T*O*P funds for an annual total of \$172,823. OES anticipates funding 4 projects.

Execution of this grant award is contingent upon the Governor's Office of Emergency Services (OES) approval of all required grant documents, passage of the State Budget Act, availability of Federal funds, and past project performance.

Proposals for this program are due postmarked and/or delivered to OES on **September 26, 2008**.

Sincerely,

SCOTT B. FRIZZIE
Deputy Director

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM
COMPETITIVE REQUEST FOR PROPOSAL**

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- IV. **FORMS** -Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **or** go to www.oes.ca.gov and select “Forms”, **or** paste the following link into your browser:
<http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Applications%20and%20Proposals&Div=Law+Enforcement+and+Victim+Services&Branch=Applications%20and%20ProposalsForms>

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM
COMPETITIVE REQUEST FOR PROPOSAL**

PART I – INFORMATION

A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFP supersede previous RFP's and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the proposal and can be accessed at the website, www.oes.ca.gov, by selecting "Justice Programs", then "Applications" and "*Recipient Handbooks*."

B. CONTACT INFORMATION

Questions concerning this RFP, the application process, or programmatic issues, should be submitted by fax or e-mail to the following person:

Janine Williams
Criminal Justice Specialist II
(916) 327-8715
(916) 327-5674 (fax)
Janine.williams@oes.ca.gov

Please note that OES staff cannot assist the applicant with the actual preparation of its proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, OES can only respond to technical questions about the RFP submitted by telephone, fax, or e-mail.

C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

One original and three copies of the proposal must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. ***A late proposal will be deemed ineligible for funding.*** Submission options are:

1. Regular or overnight mail, **postmarked by September 26, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Domestic Violence Response Team- Domestic Violence Section

2. Hand delivered by **5:00 p.m. on September 26, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division

3650 Schriever Avenue
Mather, CA 95655
Attn: Domestic Violence Response Team-Domestic Violence Section

D. ELIGIBILITY

Applicants eligible to receive funding for the Domestic Violence Response Team (DVRT) Program must be an OES Domestic Violence Assistance Program (DVAP), recipient in good standing.

E. FUNDS

Approximately \$691,292 is available for distribution through this RFP. Grant funds available through this RFP emanate from two federal sources: the Health and Human Services, Family Violence Prevention and Services Act (FVPSA), and the Violence Against Women Act (VAWA) Services*Training*Officers*Prosecutors (S*T*O*P) Program.

It is expected that selected projects will be funded for a three-year period. The grant period will be twelve months in duration, beginning October 1, 2008 and ending September 30, 2009. A Request for Application (RFA) for continuation funding must be submitted for the second and third year. Continuation funding is contingent upon satisfactory performance and the availability of funds.

OES anticipates that 4 eligible projects will be selected, each receiving a grant award of approximately \$172,823.

1. Source of Funds

a. Health and Human Services (HHS) Family Violence Prevention and Services Act (FVPSA)

Legislative Authority:

Title III of the Child Abuse Amendments of 1984 (Public Law (Pub. L.) 98-457, 42 U.S.C. 10401 et seq.) is entitled the "Family Violence Prevention and Services Act" (FVPSA). FVPSA was first implemented in Fiscal Year (FY) 1986. The statute was subsequently amended by Public Law 100-294, the "Child Abuse Prevention, Adoptions, and Family Services Act of 1988;" further amended in 1992 by Public Law 102-295; and then amended in 1994 by Public Law 103-322, the "Violent Crime Control and Law Enforcement Act." FVPSA was amended again in 1996 by Public Law 104-235, the "Child Abuse Prevention and Treatment Act (CAPTA) of 1996;" in 2000 by Public Law 106-386, the "Victims of Trafficking and Violence Protection Act," and amended further by Public Law 108-36, the "Keeping Children and Families Safe Act of 2003." FVPSA was most recently amended by Public Law 109-162, the "Violence Against Women and Department of Justice Reauthorization Act of 2005." FVPSA may be found at 42 U.S.C. 10401 et seq.

The purpose of this legislation is to assist states, American Indian Tribes, and tribal organizations in establishing, maintaining, and expanding programs and projects to prevent incidents of family violence, and to provide immediate shelter and related assistance to victims of family violence and their dependants. **There is a twenty percent (20%) cash or in-kind match required of FVPSA funds using the total project cost calculation.**

b. Violence Against Women Act (VAWA)

Legislative Authority:

Violence Against Women Act (VAWA) of 1994 is included in Title IV of the Violent Crime Control and Law Enforcement Act of 1994. In 2000, VAWA was reauthorized for an additional five years through Public Law 106-386. In 2005, VAWA was authorized by the Violence Against Women Reauthorization Act for fiscal years 2007-2011.

The VAWA Services*Training*Officers*Prosecutors (STOP) program assists States, Indian Tribal Governments and units of Local Government to develop and strengthen effective criminal justice strategies to combat violence against women and to develop and strengthen victims services in cases involving violent crimes against women such as sexual assault, stalking, domestic violence, and dating violence. This grant program is to assist state and local governments in developing and strengthening effective law enforcement strategies to combat violent crimes against women.

Original publications (written, visual, or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number _____ from the California Governor's Office of Emergency Services (OES). Points of view, opinions, findings, and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of OES. OES reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.

The 2006 Recipient Handbook, Section 5120, advises projects to notify OES 60-calendar days in advance of intended publication. For this particular grant program, all such original publications must be submitted to OES for review and approval. OES is required to submit one copy of all reports and proposed publications resulting from this grant award to the Offices of Violence Against Women twenty (20) days prior to public release.

There is a twenty-five percent (25%) match requirement of the total project cost associated with the allocation of VAWA funds. The VAWA match requirement is being met by OES for victim services projects, therefore; there is no match required for the VAWA funds through this RFP. In 2003, the Office on Violence Against Women announced a new interpretation of the VAWA STOP match requirements. In the past, non-profit, victim services organizations were exempt from the 25% match requirement. Under the new interpretation, these organizations are no longer exempt from the match requirement. As the state recipient and administrator of VAWA STOP funds, the Office of Emergency Services (OES) has been meeting the match requirement on behalf of the victim services organizations. To the extent possible, OES intends to continue meeting the match requirement for victim services organizations. Should this no longer be possible, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

2. Use of Federal FVPSA and VAWA S*T*O*P Funds

All successful applicants must adhere to Federal and OES programmatic guidelines outlined below.

a. FVPSA funds have the following guidelines:

1. Reimbursement is allowed for direct service and administrative costs.
2. A cash match must include a minimum of twenty-five percent (20%) from private sources and may not include federal funds.
3. Funded projects are required to develop procedures to ensure confidentiality of records pertaining to persons receiving assistance.
4. The address or location of any shelter facility funded under this program must not be public, except with written authorization of the person or persons responsible for the operation of such shelter.

FVPSA funds must be used exclusively to support a full-time (or equivalent) Domestic Violence Response Team (DVRT) advocate position and any necessary related expenses. All DVRT advocate project activities must be performed by the grant recipients staff and referral must be provided to the Domestic Violence Assistance Program (DVAP) project for those service activities that are applicable (i.e., temporary restraining orders (TRO), shelter services, emergency assistance funds, transportation and counseling services). **FVPSA funds shall not be used to support the law enforcement representative.**

b. VAWA S*T*O*P funds have the following guidelines:

1. Develop and strengthen effective law enforcement and prosecution strategies to combat violence against women.
2. Develop and strengthen victims services in cases involving violent crimes against women, including sexual assault, domestic violence, stalking and elder abuse.

For the purpose of this program, VAWA S*T*O*P funding should be used to supplement the project with a law enforcement representative. However, if the law enforcement component of the DVRT does not require funding, the VAWA S*T*O*P allocation may be used for other purposes such as training, travel, program specific equipment, and other allowable purposes. Contact OES' Domestic Violence Section if you are unsure of allowable expenses under VAWA S*T*O*P.

c. OES DVRT programmatic guidelines are as follows:

Each DVRT project must document all OES grant-related activities and maintain files that accurately reflect those activities reported in the required progress report.

Records maintained by the project must be made accessible to OES during project site and monitoring visits and upon request as necessary. The following information is provided as a tool to assist projects in the collection of data that will correspond with information reported in the progress report also refer to the DVRT Request for Proposal (RFP) definitions.

Records must be maintained in a confidential location but must be readily identifiable and quantifiable by OES staff upon review. Documentation must clearly identify new clients served versus follow-up provided to existing clients. A new client is one who has not been served by the Domestic Violence (DV) project in the current grant year.

Projects must review the current OES 2008 Recipient Handbook to ensure all documentation required for programmatic/administrative and fiscal purposes are kept.

F. PROGRAM INFORMATION

The intent of the DVRT program is to minimize the trauma experienced by the victim of domestic violence and provide ongoing advocacy and accompaniment services throughout all subsequent phases of the criminal justice and civil legal process. The primary goal of the DVRT is to fund staff to provide immediate response crisis intervention services following a domestic violence incident, and to provide advocacy and accompaniment services to domestic violence victims throughout the criminal justice and civil legal process. The DVRT must also collaborate with and coordinate efforts with multidisciplinary teams/organizations serving clients in common to ensure a continuum of care.

DVRT refers to a team that includes a domestic violence advocate and a law enforcement representative. It may also include a domestic violence deputy district or city attorney, a probation officer, and a hospital representative or health care provider. The DVRT is designed to immediately respond to the secured scene of a domestic violence incident in person or by telephone when requested by law enforcement and provide crisis intervention services. If law enforcement does not request immediate response, the DVRT advocate must follow-up with the domestic violence victim within 48 hours of notification of the incident from law enforcement to provide intervention services.

The law enforcement representative refers to a law enforcement officer or investigator. The entire allocation of VAWA S*T*O*P funds may be used for the purposes of the law enforcement representative as part of the DVRT.

The project must fund at least one full-time (or equivalent) advocate. DVRT advocates must meet the standard requirements of the original definition of a domestic violence counselor, as defined in the California Evidence Code Section 1037, which was enacted in 1986 and remains unchanged.

The DVRT must collaborate with multidisciplinary teams/organizations to ensure a comprehensive community effort toward combating domestic violence. DVRT's should collaborate with those teams/organizations serving clients in common. This reciprocal relationship provides victims with a stronger continuum of care.

Scope of Project

- a. Provide immediate response crisis intervention services to the victim of a domestic violence incident after law enforcement has secured the scene and determined DVRT presence is required.
- b. Provide intervention services within 48 hours of notification of a domestic violence incident when immediate response is not requested.
- c. Provide advocacy throughout the criminal justice and civil legal process.
- d. Provide accompaniment services throughout the criminal justice and civil legal process.

- e. Demonstrate protocols for a team approach, which includes a domestic violence advocate and a law enforcement representative, in responding to DV incidents.
- f. Collaborate and coordinate efforts with their local district attorney's or city attorney's vertical prosecution units, hospitals, probation departments, victim/witness assistance centers, social service agencies, community faith representatives and community service organizations including interagency referrals, meetings, and technical assistance in order to ensure a timely response to, and a continuum of care for, domestic violence victims.

G. PREPARING A PROPOSAL

Part IV - Forms includes a link to a Proposal Cover Sheet. Please complete the proposal Cover Sheet and attach it to the front of your proposal.

The following nine components are required for a complete proposal:

- Proposal Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance/VAWA; FVPSA
- Signature Authorization and Instructions;
- Preference Points Certification Form (*if applicable*);
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c); and
- Proposal Appendix (*refer to Part II, C.*).

NOTE: Failure to include the required components may result in a reduced score or disqualification. OES will *not* advise the applicant the proposal is incomplete prior to rating or disqualification.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM
COMPETITIVE REQUEST FOR PROPOSAL**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the proposal components and to the forms required to complete the proposal.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the proposal. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages and not allow the applicant more space than provided on the OES forms. The applicant must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required to avoid a reduction in the proposal's score.

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. ***Do not bind the proposal.*** Failure to comply with these spacing/formatting requirements is one of the factors which may negatively impact the applicant's comprehensive assessment score.

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the proposed plan.

1. Problem Statement (Limit 4 Pages)

Define the extent of the domestic violence problem as it exists in the project service area including current data and the source of that data. The problem statement response must also address all of the following:

- a. A description of the target area, including significant elements such as: location; size; boundaries; and population.
- b. Project specific demographic information, including source citation.
- c. Current statistics on reported domestic violence calls to all local law enforcement entities (sheriff's office, city police department, community college and state university police, correctional/penal institutions, the California Highway Patrol/State Police, etc.), and any American Indian Tribal Councils or police that exist in the project service area.
- d. Statistics on the domestic violence services provided by the applicant's OES DVAP grant (FY 2006/07 year end data).
- e. Other local factors that impede both the provision of a coordinated DVRT response and the follow-up services to domestic violence victims. Examples of other local factors include, but are not limited to, the following areas: socio-economic and geographical environments; other high crime rates (e.g. gang activity); drug and/or alcohol related problems; high unemployment rates; barriers to cooperation; inaccessibility/unavailability of supportive/social services; and inclement weather.

2. Plan and Implementation

Plan

This section of the proposal should describe and explain the project's plan to address each of the six mandated objectives described below. Each objective must be accompanied with supporting activities that indicate the staff responsible for completing the activities, and the time frame in which the activity will occur/be completed. Activities must be specific to the project, address issues identified in the project purpose, scope of project, and the problem statement. Activities must thoroughly describe the steps necessary to achieve the objectives. Use one page to explain each objective. This section may be single-spaced. List the objectives on the left side of the paper with supporting activities on the right side, as illustrated in the following example:

Example

Objective 1:

a. To provide *immediate response, crisis intervention* services to 50 DVRT clients immediately following a domestic violence incident from 10/01/08 to 09/30/09.

Activities:

- 1.1 Project Director will hire and train DVRT Coordinator by 09/01/08.
- 1.2 DVRT Coordinator will survey 8 DVRT multi-disciplinary projects and obtain written protocols and procedures from these agencies by 09/21/08.
- 1.3 DVRT Coordinator will recruit a group of volunteer trainees through PSA, flyers, and community education contacts by 12/15/08.
- 1.4 Project Director and DVRT Coordinator will meet with law enforcement to develop protocols for working together by 2/01/09.
- 1.5 DVRT Coordinator will meet with medical service providers to develop protocols for working together by 2/01/09.
- 1.6 Project Director and DVRT Coordinator will provide 40-hour domestic violence training to volunteer trainees by 2/21/09.

The Mandated Objectives and Activities are: (Limit one page per objective)

1. Provide *immediate response* crisis intervention services to DVRT domestic violence victims.

Service Goals: Number of victims provided immediate response crisis intervention services in person. _____

Number of victims provided immediate response crisis intervention services by telephone. _____

2. Provide intervention services to DVRT domestic violence victims within 48 hours.

Service Goals: Number of victims provided intervention services. _____

3. Provide follow up criminal justice advocacy and/or court accompaniment services to all DVRT domestic violence victims.

Service Goals: Number of victims provided with criminal justice advocacy. _____

Number of victims provided with criminal justice court accompaniment services. _____

4. Provide follow-up civil legal advocacy and/or court accompaniment services to all DVRT domestic violence victims.

Service Goals: Number of victims provided with civil legal advocacy. ____
Number of victims provided with civil legal court accompaniment. ____

5. Collaborate, coordinate and attend multidisciplinary meetings with community agencies such as: local law enforcement agencies; faith professionals; other domestic violence centers/projects; medical or health care professionals; prosecutor's offices; probation department; child protective services; social services agencies; mental health agencies; victim/witness assistance programs; child abuse prevention and/or treatment programs; and municipal, superior, juvenile and/or family courts in the applicant's service area.

Service Goals: Number of multidisciplinary meetings conducted. ____
Number of multidisciplinary meetings attended. ____

6. Participate in professional development training efforts related to DVRT activities including training for: shelter; medical; law enforcement; social service; mental health; and criminal justice system personnel.

Service Goals: Number of professional trainings conducted. ____
Number of individuals trained. ____

Implementation

A. Agency Description

Provide the following information regarding the proposed DVRT Program in the applicant's service area:

- 1) A comprehensive overview of the proposed DVRT in the applicant's service area, including:
 - a) The protocol describing the team's structure and approach for immediate response and follow-up intervention services to domestic violence victims, and
 - b) Discussion of the type of planning that has occurred in the applicant's service area with other community agencies regarding a DVRT, and the proposed frequency of DVRT meetings.
- 2) An overview of all the community agencies to be involved in the DVRT program from the applicant's service area and the level of participation of each agency, including, but not limited to the following:
 - a) law enforcement representative;
 - b) shelter services (advocate);
 - c) District Attorney (or City Attorney) domestic violence unit;
 - d) health care provider/hospital agencies; and
 - e) Probation Department.
- 3) Each participating agency's responsibilities and levels of commitment to the DVRT
Law enforcement OA must specifically detail the immediate response

procedure. The OA should be agency specific not boilerplate. (See Forms Section, page 28). The OA's should be included in the Proposal Appendix.

- 4) A discussion of the proposed DVRT advocate's case management process including: the established processes from initial victim contact through the entire criminal justice process, and any follow-up activities.
- 5) A thorough discussion of the role the DVRT advocate and law enforcement representative will have on the team.
- 6) A thorough discussion of identified challenges facing the DVRT and the DVRT advocate within the context of a team.
- 7) A proposed organizational chart of the applicant agency, which includes the DVRT advocate. (This chart should be included in the Proposal Appendix).

B. Staff Qualifications and Trainings

The DV advocate hired for this project must meet the "Domestic Violence Counselor" qualifications as defined in Evidence Code § 1037.1, having received the requisite 40 hours of training. All contacts and communications advocates have with domestic violence victims (except those which fall under Penal Code § 11165 et seq.) must be treated as confidential pursuant to Evidence Code §§ 1037.4 - 1037.6, (Page 65).

Provide the following information regarding staff qualifications.

- 1) Describe how the DVRT advocate assigned to or hired for the project will meet the qualifications for domestic violence counselor.
- 2) Provide a detailed description of the training the DVRT advocate will receive, including: specialized domestic violence type training; emergency response and criminal justice advocacy training; and plans for continuing or advanced training. A discussion of the manner in which the project will maintain:
 - a) records which provide proof of the advocate's successful completion of the requisite 40 hours of training;
 - b) agenda under which the advocate received that certificate of completion; and
 - c) current records of all in-service and continuing/advanced domestic violence training.

C. Confidentiality

Discuss the applicant's confidentiality policy, including the requirements of Evidence Code § 1037 et seq., as it pertains to victims of domestic violence. The discussion on confidentiality must include the following elements:

- 1) Applicant's confidentiality policy addressing the basic rights and needs of victims, which ensures that all communications remain confidential, or the applicant's Statement of Intent to develop a written confidentiality policy. This written policy or Statement of Intent must be included in the Proposal Appendix.

- 2) Applicant's confidentiality policy or statement of intent addressing the manner in which project staff and/or DVRT advocates will ensure client confidentiality while participating and/or collaborating with DVRT members who do not qualify as domestic violence counselors per Evidence Code § 1037.1.
- 3) Applicant's policy or statement of intent on the subpoenaing of records and domestic violence counselors or both. This written policy or statement of intent must be included in the Proposal Appendix.
- 4) The method the applicant will employ to ensure that all confidentiality policies are implemented in a uniform manner by all applicable staff and volunteers.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds including match funds, when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov by selecting: "*Recipient Handbooks*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFP if you have additional budget questions.

Mathematical calculations/formulas should accurately reflect the line-item expenses. Line-item detail is required for each budget item, along with the justification for how the items tie to the objectives and activities of the DVRT grant.

Applicants must submit their budget on the budget pages included in the Forms Section (Part III). Line items that are supported by FVSPA and VAWA S*T*O*P must be reflected in the appropriate column on the budget pages including the **required 20% FVPSA funds match**. The OES anticipates allocating to each project, approximately \$154,598 FVPSA funds and \$18,225 VAWA S*T*O*P funds for a total of \$172,823. These pages require that the funding source and amount of funds be identified for each line item, in addition to the cash or in-kind match required.

To calculate the match, one of two methods is used. If this is not the case, the match must be calculated using the total project cost method.

The match is either calculated on the total project cost or on the percentage of funds allocated. Below are examples of each method of calculation. To calculate the total project cost, subtract the required match percent from 100 percent (100%), divide the Grand Award amount by this difference to determine the total project cost, and then subtract the Grant Award amount (the OES allocation) to determine the match amount. The following example below demonstrates how to calculate the amount of a ten percent match (10%) on a \$50,000 allocation, based on Total Project Cost.

Example		
<i>Grant Award Amount</i>	=	<i>\$50,000</i>
<i>Divide \$50,000 by 9 (100 minus 10 = 90)</i>	=	<i>\$55,555 (Total Project Cost)</i>
<i>Subtract Grant Award Amount</i>	=	<i>\$50,000 (90%)</i>
<i>Local Match</i>	=	<i>\$5,555 (10%)</i>

Percentage of funds. To calculate the match, multiply the Grant Award Amount (the OES allocation) by the required match percent. The example below demonstrates how to calculate the amount of a ten percent (10%) match on a \$50,000 allocation, based on percent of funds allocated.

Example		
<i>Grant Award Amount</i>	=	<i>\$50,000</i>
<i>Percent of Cash Match</i>	=	<i>10%</i>
<i>Multiply \$50,000 by .10</i>	=	<i>\$5,000 (Amount of match))</i>

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition the time allocated to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary. The spreadsheets add each line item total at the end of each budget category, and total the three spreadsheets across at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. Personal Services – Salaries/Employee Benefits (OES A303a)

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b)

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The applicant must include sufficient per diem and travel allocations for person(s) to attend required OES training, conferences or workshops. A minimum of one project staff from each participating agency must attend each training conference. The applicant must include sufficient per diem and travel allocations for persons to attend required OES Project Director's meeting. The applicant must budget a minimum of \$300 for registration fees for each person. If several staff will be attending the same event, the budget should detail the amount for the total number of people.

Equipment (OES A303c)

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. PROPOSAL APPENDIX

The proposal appendix provides OES with additional information from the applicant to support components of the proposal. The following must be included:

- **Organizational Chart:** The Organizational Chart should clearly depict the structure of the applicant's organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those titles used in the Budget and Budget Narrative pages.
- **Operational Agreements:** *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* These documents must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is in "Forms" ([FORMS](#)). Those submitted with the proposal must be effective for the proposed grant year. For the purpose of this RFP, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section (Part III) of this RFP.

- Applicant's written confidentiality policy or statement of intent, addressing the basic rights and needs of victim and addressing the manner in which agency/project staff and or DVRT advocates will ensure client confidentiality while participating and or collaborating with the DVRT members who do not qualify as domestic violence counselors per Evidence Code Section 1037.5.
- Written policy, or Statement of Intent, on the subpoenaing of records, DV counselors, or both;
- DVRT protocol demonstrating the team's approach to responding immediately to domestic violence incidents;
- Project Contact Information
- Noncompetitive Bid Request (if applicable)
- Out of State Travel Request, OES 700 (if applicable)
- Emergency Fund Procedures (if applicable)
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
- Project Service Area Information

D. PREFERENCE POINTS CERTIFICATION

California Government Code Section 7082 requires OES to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas identified to receive state contract preference points due to high unemployment, lower incomes and population density. The goal of the Enterprise Zone Program is to stimulate growth in economically distressed areas. Five percent (5%) of the proposal's total score will be added to the proposal for the applicant specifically targeting a designated Enterprise Zone for services. Two percent (2%) of the applicant's total score will be added to the proposal for the applicant whose service area includes an Enterprise Zone, but does not specifically target the area for services.

Complete information concerning the Enterprise Zone Program is available on-line from the Housing and Community Development, Division of Financial Assistance web page at <http://www.hcd.ca.gov/fa/cdbg/ez/>. If the applicant is eligible for preference points, certification of eligibility by the appropriate agency must be provided. Self-certification is not allowed.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM
COMPETITIVE REQUEST FOR PROPOSAL**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the proposal:

- A. Selection of Proposal for Funding
- B. Finalizing the Grant Award Agreement
- C. Administrative Requirements
- D. Budget Policy
- E. Glossary of Terms
- F. Rating Form (applicant is encouraged to review prior to submission of the proposal)
- G. Summary of Past Performance Policy

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally rated by a three member team. The rater's scores are averaged and then ranked numerically. The Rating Form used for this process is included in this section and is for informational purposes only.

2. Funding Recommendation

Final funding decisions are made by the Director of OES. Funding recommendations are based on the following:

- the ranked score of the proposal;
- consideration of funding priorities or geographical distribution specific to this RFP; and
- prior negative administrative and programmatic performance, if applicable.

Projects previously funded by OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement. See the attached Past Performance Policy for details.

3. Notification Process

Applicants will be notified in writing of the results of the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

B. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

OES may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

c. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

C. **ADMINISTRATIVE REQUIREMENTS**

The following requirements apply to projects selected for funding and are explained below for the recipient's planning purposes.

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov. Select "Justice Programs", then "Applications" and "*Recipient Handbooks*." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding grant funds or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* by referencing the handbook section (RH) number.

1. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFP instructions.

2. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

4. Technical Assistance/Site Visits (RH 10300)

Funded projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

5. **Monitoring Requirements (RH 10400)**

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

6. **Bonding Requirements (RH 2160)**

Private community-based organizations and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

7. **Audit Requirements (RH 8100)**

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

8. **Copyrights, Rights in Data, and Patents (RH 5300)**

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

9. **Source Documentation (RH 10111)**

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

D. BUDGET POLICY

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov by selecting “Justice Programs”, then “Applications” and “*Recipient Handbooks*.”

1. Supplanting Prohibited (RH 1313)

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. If selected for funding, a written certification must be provided to OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

2. Project Income (RH 6610)

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

3. Contract and Procurement (RH 3400)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a statement stating the selection of the individual organization was made competitively or a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Policies (RH 6500)

The RFP Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

a. State Funds Matching State or Federal Funds (RH 6522)

State and/or federal funds can be used to match other state and/or federal funds **only** if the following conditions have been met:

- 1) the other funding source does not prohibit this practice;
- 2) the funds are to be used for identical activities (e.g., to augment the project); and
- 3) the project has obtained prior written approval from OES or specific RFP instructions allow this practice.

b. Type of Match

1) Cash Match (*RH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting.

2) In-Kind Match (*RH 6572*)

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

5. Travel Policies (*RH 2236*)

The following is OES' current travel policy:

a. Selection of Travel Policy (*RH 2236*)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 58.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. **Participating Staff (RH 4500)**

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. **Consultant Services (RH 3710)**

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. **Rates**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) **Independent Contractors Employed by State and Local Government**

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. **Expert Witness Fees (RH 3710.2)**

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];

- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds (Attach the justification to OES A303b).

8. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

a. Rental Space for Training and Counseling Rooms (RH 2232.1)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by other source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the applicant may budget up to one and a half percent (1.5%) of the total grant for financial audit cost.

12. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by OES is required.

b. Computers (RH 2340)

1) Community-Based Organizations (RH 2342.1)

Community-based organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the applicant will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason

why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES' program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (RH 2240)

a. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

b. Fundraising (RH 2243)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (RH 2244)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFP instructions.

d. Interest (RH 2245)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages (RH 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

f. Weapons and Ammunition (RH 2247)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFP instructions.

g. Membership Dues (RH 2248)

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFP instructions.

h. Professional License (RH 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFP instructions.

i. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFP instructions.

j. Charges, Fees and Penalties (RH 2245)

Finance charges, late payment fees, penalties and returned check charges are not allowable expenditures.

k. Depreciation (RH 2249)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

Term	Definition
Accompaniment	Escorting a victim to an incident-related service outside of the recipient's agency in order to provide support.
Activity	The specific steps or action a project takes to achieve a measurable objective.
Advocacy	Provision of assistance to meet someone's self-defined needs. Advocacy can be provided on an individual, systems, or programmatic basis. At a minimum, advocacy includes provision of information and resources to assist the client.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Civil Legal Advocacy	Assistance with civil legal issues including but not limited to preparation of paperwork for protection orders, temporary restraining orders, child custody issues, and immigration, provided to a victim of domestic violence.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Criminal Justice Advocacy	Assistance with criminal legal issues including but not limited to preparation of victim impact statements and criminal court or law enforcement interview accompaniment.
Crisis Intervention	Contact with a victim immediately following a domestic violence incident to help ease the initial trauma, work out a safety plan, and provide or make referrals for necessary services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under "Forms" (FORMS)
Grant Funding Cycle	The number of years a program may be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.

Term	Definition
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Immediate Response	The advocate's physical presence or telephone contact with the victim at the scene of a domestic violence incident.
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Intervention Services	Services provided to a victim after the initial crisis to help ease the initial trauma. Actions designed to help the victim obtain needed resources or services.
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.

Term	Definition
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at www.oes.ca.gov by selecting "Recipient Handbooks."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE RESPONSE TEAM
COMPETITIVE REQUEST FOR PROPOSAL**

RATING FORM

	Control #:
	Rater #:
APPLICANT:	
FUNDS REQUESTED:	
PREFERENCE POINTS: <input type="checkbox"/> zero <input type="checkbox"/> 2% <input type="checkbox"/> 5%	

CATEGORY

**TOTAL POINTS
POSSIBLE**

1. PROBLEM STATEMENT.....	<u>60</u>
2. PLAN and IMPLEMENTATION).....	<u>131</u>
3. BUDGET	<u>22</u>
4. COMPREHENSIVE ASSESSMENT	<u>32</u>
TOTAL.....	<u>245</u>

Each of the above categories contains questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal or the intent of the program.
- III. SATISFACTORY:** The response addresses the question, providing a good understanding of the applicant's intent. Response adequately supports the proposal and the intent of the program.
- IV. ABOVE AVERAGE:** The response is above average, providing a clear and detailed understanding of the applicant's intent. The response presented a persuasive argument supporting the proposal and the intent of the program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presented a compelling argument supporting the proposal and the intent of the program.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum <u>60</u> points)					
a. Does the Problem Statement define the extent of the problem as it exists in the project service area?	0	5	10	15	20
b. Does the Problem Statement describe the target area including significant elements such as location, size, boundaries, population and project specific demographic information including source citations?	0	2	5	8	10
c. Does the Problem Statement include the current statistics on reported domestic violence calls to all local laws enforcement entities in the project?	0	2	5	8	10
d. Does the Problem Statement include the requested statistical information from the applicant's OES DVAP grant?	0	2	5	8	10
e. Does the Problem Statement include other local factors that impede both a coordinated DVRT response and the follow-up services to domestic violence victims?	0	2	5	8	10
2. PLAN AND IMPLEMENTATION (Maximum <u>131</u> points)					
a. Are the six required and supporting activities listed in the application?	0	1	2	3	4
b. Do the activities thoroughly describe the steps necessary to achieve each of the objectives; is the staff responsible for the activities clearly identified; and is in the time frame in which the activities will occur/be completed clearly stated?	0	2	5	8	10
c. Are the activities specific to the project purpose, scope of project and do they address the issues identified in the problem statement?	0	2	5	8	10
d. Does the applicant provide a comprehensive overview of the proposed DVRT in their service area, and does it include: a description of the proposed DVRT describing the immediate response structure and follow-up intervention services; a discussion of the type of planning that has occurred in the applicant's services area with other community agencies regarding a DVRT; and the proposed frequency of DVRT meetings?	0	4	8	12	15
e. Does the applicant provide an overview of all the proposed community agencies to be involved in the DVRT from the applicant's service area and the level of participation of each agency, including but not limited to: law enforcement; shelter; district attorney/city attorney domestic violence unit; health care provider/hospital agencies; and probation department?	0	2	4	6	8
f. Does the Proposal Appendix include signed and dated Operational Agreements for FY 2005/06 of all community agencies currently involved in the DVRT, which includes the	0	1	2	3	4

	I	II	III	IV	V
participating agency's responsibility and level of commitment?					
g. Does the applicant discuss the proposed DVRT advocate's case management process including: the established processes from initial contact through the entire criminal justice process, and any follow-up activities?	0	2	4	6	8
h. Is the role of the advocate and the law enforcement representative on the team thoroughly discussed?	0	2	4	6	8
i. Are identified challenges facing the DVRT and the DVRT advocate within the context of a team discussed?	0	2	4	6	8
j. Does the Proposal Appendix include an organizational chart of the applicant agency, which includes the DVRT advocate?	0	1	2	3	4
k. Does the applicant discuss how the qualifications of the DVRT advocate assigned to or hired for the project meet the qualifications for domestic violence counselor?	0	2	4	6	8
l. Does the applicant provide a detailed description of the training the DVRT advocate will receive and plans for continuing and advanced training?	0	2	4	6	8
m. Does the applicant discuss the manner in which the project will maintain records including a copy of the certificate issued upon successful completion of the initial forty hour training, the agenda under which the advocate received that training and records of all in-service and continuing/advanced training?	0	2	4	6	8
n. Does the applicant describe their written confidentiality policy or their Statement of Intent which includes the basic rights and needs of victims to ensure that all communications with victims remain confidential and address the manner in which project staff and/or the DVRT advocate will ensure client confidentiality while collaborating with DVRT members who do not qualify as DV counselors, and is the policy included in the Proposal Appendix?	0	2	5	8	10
o. Does the applicant discuss the written policy on the subpoenaing of records and DV counselors, or the Statement of Intent to develop a written policy and is the policy included in the Proposal Appendix?	0	2	5	8	10
p. Does the applicant describe the method to ensure all confidentiality policies are implemented in a uniform manner by all applicable staff and volunteers?	0	2	4	6	8
3. BUDGET, including budget narrative (Maximum <u>22</u> points)					
a. How well does the budget narrative support the proposal objectives and activities, and the intent and requirements of the program?	0	3	6	9	11
b. How well are the funds allocated in the Budget Category	0	3	6	9	11

	I	II	III	IV	V
Forms? How well do the line items support the proposal plan, objectives, and activities of the program?					
4. COMPREHENSIVE ASSESSMENT (Maximum <u>32</u> points)					
How well does this proposal support the overall intent, goals, and purpose of the program?	0	8	16	24	32

SUMMARY OF PAST PERFORMANCE POLICY

The following is a summary of OES' Past Performance Policy. A complete copy may be obtained by sending a written, fax or email request to the attention of the Deputy Director of Law Enforcement and Victim Services Division:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: DOMESTIC VIOLENCE RESPONSE TEAM
Domestic Violence Section
Fax: (916) 327-5674

1. **General Policy**

This policy is intended to penalize existing recipients having serious performance problems and will be utilized only in connection with the RFP process on the awarding of grants for new funding cycles. It was developed in consultation with OES' advisory groups.

2. **Penalty Levels**

Level A: Complete disqualification from RFP process.

Level B: 10% point reduction of total possible points from an applicant's score.

3. **Standard For Invoking This Policy**

The standard for invoking either penalty is whether the applicant's compliance with grant terms and conditions falls **significantly** below average — far below the level to be expected of other recipients, and not minor incident(s) of noncompliance with OES policies.

a. Serious Performance Problems Eligible For Consideration

Performance problems which would qualify under this policy include, but are not limited to:

- 1) Significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation;
- 2) Violation(s) of material statutory requirements related to the grant;
- 3) A willful or grossly negligent violation of an OES policy, or Terms of the Program, but **only after** the recipient had been provided:
 - a) technical assistance by OES, including a site visit if necessary, to remedy the violation;
 - b) at least one written notice (per violation); and
 - c) a reasonable opportunity to remedy the violation.

Written notice of serious performance problems will be provided to the recipient's executive officer. Failure to remedy the violation may negatively impact the recipient's eligibility for future funding.

It is not necessary for a criminal conviction to have occurred for OES to consider actions appearing to constitute fraud, embezzlement, mishandling of funds or other types of statutory violations. OES must only have reliable evidence this conduct occurred. Moreover, only properly documented performance problems will be considered.

b. Factors Considered

In determining an appropriate penalty, factors to be considered include, but are not limited to:

- 1) the seriousness of the problem;
- 2) whether the problem identified were intentional;
- 3) whether the problem revealed dishonest behavior by the applicant;
- 4) whether the interests of the State or the public were harmed by the problem;
- 5) whether the problem or problems were a one-time occurrence or represent an ongoing pattern of behavior;
- 6) whether the problem was documented objectively; and
- 7) whether OES attempted to assist the recipient in remedying the problem.

c. Specific Examples

Performance problems should be considered on a case-by-case basis, with the totality of the circumstances to be considered. The following examples are not intended to be binding or restrictive of OES' authority to determine the appropriate penalty in a particular case:

- 1) OES conducts a visit of a project and makes the following findings:
 - a) the shelter failed to pay overtime on two occasions;
 - b) three timesheets did not contain a supervisor's approval; and
 - c) the project's doors opened at 9:30 a.m. instead of 9:00 a.m. as stated on its RFP proposal.

A corrective action plan is developed and the recipient takes steps to address the findings. Communication with the recipient four months later shows the findings have been corrected.

Penalty: None

- 2) An audit a year ago discovered a project employee embezzled \$300 of OES funds. The audit concludes this occurred in part due to inadequate management controls and supervision by the project. The employee was fired and the case submitted to the district attorneys office for prosecution. The recipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the recipient are known.

Penalty: Level B

- 3) A project has agreed to provide victim advocacy services in County X. The recipient spends \$40,000 on non grant related expenses but does not provide the services. This is documented in the site visit report. The project's Progress Reports to OES report the

services are being provided. OES refers the matter to the district attorney for prosecution, but no additional steps have yet been taken.

Penalty: Level A

4. Notification to the Applicant and Appeal of Decision

A letter will be sent by certified mail to the applicant denied funding due to past performance problem(s). The applicant shall be provided with a summary of why the performance problem penalty was invoked. The applicant is entitled to appeal the denial of funding on the same basis as other appeals of denial of funding, pursuant to the Appeals Guidelines.